

Worksession

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| Agenda Item # | 4 |
| Meeting Date | January 22, 2007 |
| Prepared By | Barbara B. Matthews City Manager |
| Approved By | |

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| Discussion Item | PSCAC Recommendation on Enhancing and Supplementing the Authorized Strength of the Police Department and Proposal for Roundtable Discussions with the City Council |
| Background | <p>The Public Safety Citizens Advisory Committee (PSCAC) has submitted a proposal to the City Council to hold periodic joint roundtable discussions between the Committee and the Council. The Committee would like to discuss this proposal with the Council.</p> <p>In addition, the PSCAC has prepared a memo suggesting a variety of volunteer programs to enhance and supplement the authorized strength of the Police Department. The Committee would like guidance from the City Council on which of the volunteer programs are worthy of further research and investigation.</p> |
| Policy | The PSCAC is an advisory committee established to provide input and advice to the Council and the Police Department about how the City can better meet the ongoing needs and concerns of residents in the area of police services and public safety. |
| Fiscal Impact | None at this time, for discussion only. |
| Attachments | <ul style="list-style-type: none"> • E-mail from Andy Kelemen • Letter from the PSCAC Proposing a Joint Roundtable Discussion • Memo from the PSCAC Regarding Enhancing and Supplementing the Authorized Strength of the Takoma Park, MD Police department • Memo from Acting Police Chief Coursey |
| Recommendation | Council to consider the recommendations of the PSCAC. |
| Special Consideration | |

From: Andy Kelemen
To: City Council
Date: 12/13/2006 10:38:13 AM
Subject: Two Recommendations From the Public Safety Citizens Advisory Committee

To the Council;

Attached are a Memorandum and a Letter from the Public Safety Citizens Advisory Committee (PSCAC).

The Memorandum "Human Resource Recommendations", details a list of possible programs that the TPPD could undertake to augment its resources. The list was discussed with Ed Coursey who was asked to provide you with a very preliminary assessment of which of these programs will bring the "most bang for the buck". This being an appropriate time, considering that a new Chief will start soon, we requests that you look these over and indicate to us which of the programs you would like us to collect more data on for serious consideration by the Council.

The Letter describes our suggestion for bringing the Council and the PSCAC into closer communications. We recommend "round table" type discussions, with the Council as guests of the PSCAC. We would provide the refreshments.

Both of these recommendations were voted on and unanimously approved by the committee.

Thank you for your consideration, and we hope to receive your replay during the next Council session in January.

Andy Kelemen, Chair and Gayle Fisher-Stewart, Vice-Chair, PSCAC

CC: <Jessiec@takomagov.org>, <edwardc@takomagov.org>

Takoma Park Public Safety Citizens Advisory Committee



The City Council
City of Takoma Park
7500 Maple Ave.
Takoma Park, MD 20912

30 Nov. 2006

To Members of the City Council:

Re: Proposal for a Joint Round Table Discussion of the Takoma Park City Council and the Public Safety Citizens Advisory Committee

As you are naturally aware, the Public Safety Citizens Advisory Committee (PSCAC) is charged to advise the City Council on public safety matters. As you also know the PSCAC, comprised of appointed volunteers, meets monthly to address these matters, to study them between meetings and to make recommendations to the Council for consideration and action. We work very closely with the Police Department in this process.

You would agree that it is important the PSCAC focus on the most relevant and important matters to the City. We are seeking the help of the City Council in identifying those critical issues to which you believe the PSCAC should pay attention.

The Chair of the PSCAC attends City Council meetings when public safety matters are on the agenda and testifies when it seems useful. Occasionally a PSCAC member may call on a City Council member individually about a particular concern. These are piecemeal efforts and do not provide the more structured, proactive dialogue that could benefit all of us. In fact, some PSCAC members believe that if the PSCAC didn't exist, the City Council might not miss it.

PSCAC members have a number of issues that we believe need serious attention and advocacy. Some of these issues may at times escape your attention. In that regard the PSCAC may be able to help you sharpen your awareness of such issues. And complementarily, the committee believes that it should be a better focused instrument for you.

We are proposing, therefore, joint round table discussions among the City Council and PSCAC members where we would hear first hand the issues that most concern you. In turn, we can introduce you to the issues that most concern us and give you the benefit of our thinking. We propose that such discussions be a regular feature of the committee's work and be conducted at least annually. We propose the format where PSCAC invites the Council to a PSCAC meeting. We are ready to meet for such a session, perhaps when there are five Mondays in the month or as soon as practical early next year for a free discussion of your and our concerns and ideas.

Thank you for your consideration and waiting for your response.

The Takoma Park Public Safety Citizens Advisory Committee



December 27, 2006

MEMORANDUM

TO: The City Council
City of Takoma Park, MD

FROM: Public Safety Citizens Advisory Committee

Subject: Enhancing and Supplementing the Authorized Strength of the Takoma Park, MD, Police Department

Background

Police departments all over this country are competing for a smaller and smaller pool of qualified applicants. Even those departments that have realized success and attained their authorized strength realized that those numbers may be fleeting as retirements, resignations, and other forms of attrition threaten to reduce their numbers.

The Public Safety Citizens Advisory Committee (PSCAC) would like to embark on process to research and assess the viability of various “citizen” programs designed to either “free-up” police officers from administrative duties, augment sworn personnel on the street, and/or create a pool of potential candidates.

Request to the Council

To that end, the PSCAC conducted a preliminary review of the programs that follow and would like the City Council to provide guidance in which of these programs they would like additional information.

Programs that augment personnel resources and provide a ready candidate pool

Volunteer Auxiliary Police Officers

Many police departments have recognized the value of having adult volunteers who can provide administrative assistance and/or supplement police officers on the street. These volunteers can be either uniformed or non-uniformed depending upon how the program is designed.

It is anticipated that persons could be drawn from those who are already Neighborhood Safety Contacts, those who have graduated from the Citizens Police Academy, those participating in the “Orange Hat” patrols, and others who want to give back to their community.

Auxiliary or Reserve Police Officers, depending on their training, may perform any number of general and specialized law enforcement assignments, including, but not limited to:

- uniformed patrol
- investigations
- special events
- translators
- computer specialists
- report taking
- vacation house checks
- ticket writing
- securing and tracking evidence
- data entry and record keeping
- communications

High School Cadet (Work Study) Program

Many high schools have Work Study Programs where students attend classes for a half-day and then work the other half. As a police cadet, students would come to the police department for the second half of their school day and perform duties that free police officers and/or assist civilian employees.

This program would assist in creating “brand identity.” There are many students who have either decided that college is not for them or wish to delay attending college. By working closely with the police department, it is more likely that when it is time to decide on a “career,” they will decide to work for the department.

Duties could include those already listed above.

Police Cadet Program

This program would be for high school graduates (aged 17 – 21). Working closely with Blair High School, students would be identified who are not going directly to college. However, this program could also be linked to the University of Maryland University College and promoted as a partnership between the two organizations.

Cadets would be civilian employees until the age of 21 when they could become sworn police officers. Cadets provide valuable services to the community while gaining the training and experience that prepares them for their future.

Through the police department's tuition reimbursement program, cadets could attend UMUC while also working with the police department.

Duties could include those listed for Auxiliary Officers.

Summer High School Intern Program

High School students are required to complete a certain number of community service hours for graduation.

While gaining these hours, these students would also gain valuable experience in the work world that could lead them into considering the Police Cadet program.

Volunteers in Service to Takoma Park

This program would be for adults who are not interested in uniformed volunteer positions with the police department. These could also be Neighborhood Safety Contacts or those who have graduated from the Citizens Police Academy. They would perform administrative duties for the police department.

The PSCAC is willing to conduct the research into the potential cost and viability of any of the above programs in which the City may have interest and to make recommendations to the Council. It is our intent to conduct this investigation in close consultation with the Takoma Park Police Department. We look forward to your response.

The Takoma Park Public Safety Citizens Advisory Committee

Memorandum

To: Mayor and City Council

Via: Ms. Barbara Matthews
City Manager

From: Capt. Edward E. Coursey
A/ Chief of Police

Re: PSCAC Recommendations on Alternative Staffing Strategies

Date: 1/19/07

For simplicity, I applied four titles to the various ideas suggested by the PSCAC: Auxiliaries, Cadets, Interns, and Volunteers.

Of the four, the department currently is seeking a college level intern. We are in the process of reviewing a request for a high school level intern as well. We have previously used both high school and college level interns periodically. Usually we have not budgeted for these positions, but almost always have some type of salary savings which we have used for them in the past. They have done mostly clerical type tasks, almost exclusively in the Administrative Services Division. We anticipate continued use in this area, and could easily seek to expand this use if budgeted funds were made available.

In the past, the department has also sought and utilized volunteers. Depending on the individual abilities of volunteers, the results are mixed. We currently have one volunteer who has been assigned a very specific computer entry task. His ability to devote regular time to the task is somewhat limited, which has been a problem generally associated with volunteers, although we have had some volunteers who were very regular in their attendance. The tasks suitable for volunteers are generally clerical. Use of volunteers requires a staff member to provide training and guidance, as well as supervision to ensure that tasks are done properly.

Some other police agencies utilize auxiliary programs. The programs, depending on their function, will require an appropriate level of training and supervision. Creation of an auxiliary program would require a significant research effort by staff to create and define the program. It would also require some budgeted funds to cover things such as uniforms or other equipment, depending on the desired service level. Similar titles in other agencies include descriptions such as "Reserve Officers," but this does not necessarily imply that we would be able to have them trained and certified to the level of a sworn police officer.

The cadet programs with which I am familiar operate like auxiliary programs. Similarly, significant staff research would be required to create and define a program, and a budget for uniforms, supplies and equipment would be needed. We have not usually hired cadets, unless we intended to put them into a police academy in order to end up with a fully trained officer. I had proposed the concept of hiring employees as soon as possible, rather than delaying the hiring decision until close to the academy start date, but the opportunity has not yet presented itself. Certainly the concept of hiring cadets at an early age, say 18 to 20, would require us to dedicate budgeted funds to ensure the program was constant.

All four programs would require a level of staff time to recruit individuals to serve.